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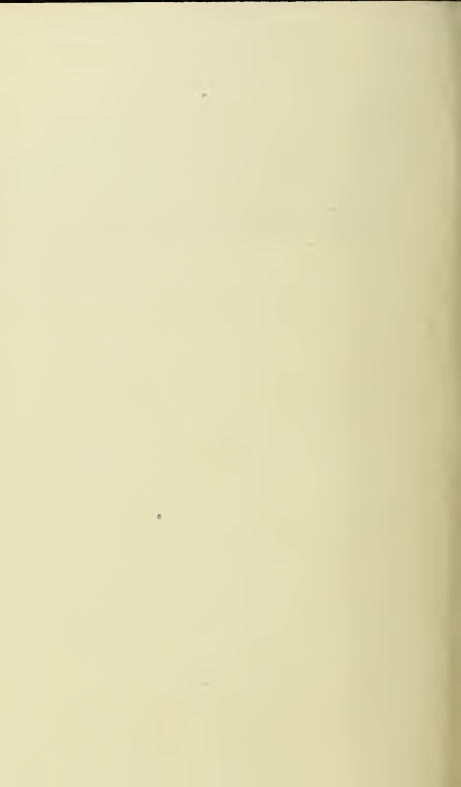
Issued by order of the Civil Service Commission of
San Francisco, February 1, 1933

Howard M. McKinley, President;
William P. McCabe, Commissioner;
Harry K. Wolff, Commissioner.

Attest:

James J. Maher, Secretary.

NORTON  PRINTER



Rules of the Civil Service Commission of San Francisco

RULE 1.—CLASSIFICATION

The Civil Service Classification of Positions shall contain all classes of positions subject to civil service examinations, or to salary standardization. Classes not subject to civil service examinations shall be so indicated.

The Commission shall maintain in convenient form for workable purposes a record of all changes made in classification and all changes made in allocations of positions.

The Civil Service Classification of Positions may be amended at any meeting of the Commission.
(Sec. 141.)

RULE 2.—APPLICANTS

Section 1. **QUALIFICATIONS:** Every applicant must be a citizen of the United States, at least twenty-one years of age on the date of filing application, and at that time must possess the qualifications required by the Charter and by the scope-circular of the examination for which he applies.

Section 2. **CHARACTER AND FITNESS:** Applicants must be of good moral character, of temperate and industrious habits and in all respects competent and fit to perform the duties of the position applied for. No person who has been dismissed from the service of the City and County after a hearing on charges or who has resigned from a position while he is under suspension or while charges are pending against him or whose services had not been satisfactory shall be eligible to participate in any examination except with the consent of the Civil Service Commission obtained at a meeting of the Commission, and any standing secured by examination without such consent shall be void.
(Sec. 144.)

RULE 3.—APPLICATIONS

Section 1. **NOTICE OF EXAMINATIONS:** Requests for notice of dates when applications may be filed for any examination must be made on printed forms provided by the Commission. When date of examination has been set, notice thereof will be sent to the inquirers, at their risk, by mail. A separate written request must be made for each class.

Official notice of entrance examinations will be published in the official newspaper, and posted on the bulletin board in the business office of the Civil Service Commission and, if further notice is deemed necessary or proper, the same may be ordered by the Commission.

When examinations for promotion are to be held, the Commission will give notice thereof to all persons in positions entitling them, under the scope-circular and the civil service rules, to participate in such examinations, by posting information thereof in the business office of the Commission for a period of ten days and by notifying the departments concerned.

Section 2. **DISTRIBUTION AND RECEIPT:** Application forms shall be distributed only after the date has been set by the Commission for the examination for which they are to be used. They must be filed at the office of the Commission and will be received only during the time indicated in the examination scope-circular.

Under no circumstances shall application forms for any examination be distributed after the closing time for receipt of applications for such examination has passed.

Section 3. **DEFECTIVE APPLICATIONS:** Applications must be filed absolutely in accordance with the conditions stated in the examination scope-circular. Applicants filing applications defective in any particular may be rejected or penalized in examination ratings in accordance with the gravity of such defects.

Section 4. **NOT TO BE RETURNED:** Applications filed with the Commission shall become the property of the Commission and under no cir-

cumstances will be returned to applicants or allowed to be altered or added thereto.

Section 5. **UNUSED:** Unless otherwise ordered by the Commission, applications for one examination shall not be used for any other or later examinations.

Section 6. **NO VARIATION IN NAME:** Applicants must give correct and full name in applications and there must be no variation in the applicant's name in any part of the application or in the vouchers.

Section 7. **NAMES NOT TO BE MADE PUBLIC:** The names of applicants for any examination shall not be made public prior to announcement of result of examination. Names of participants who fall in any examination shall not be made public.

Section 8. **FALSE STATEMENTS:** False statements of any kind made or permitted by any applicant in his application or vouchers shall be good cause for the exclusion by the Commission of such person from any examination, the removal of his name from the register of eligibles and for his removal or discharge from the public service.

(Sec. 144.)

RULE 4.—EXAMINATIONS

Section 1. **FORMS OF:** Examinations shall be practical in character and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the position to which they seek to be appointed. All examinations shall be absolutely impartial and shall be conducted under the control of the Commission and may consist of one or more of the following forms: (1) Assembled Written Examination; (2) Non-Assembled Written Examination; (3) Oral Examination; (4, Non-Educational Examination; (5) Athletic Test; (6) Physical Test; (7) Practical Test; (8) Medical Examination.

Section 2. **ASSEMBLED WRITTEN EXAMINATION:** This form of examination shall be so managed and conducted that no examination paper will disclose the name or identity of any participant until all the examination answer sheets shall have been marked; provided that when a minimum passing mark has been fixed for any or all parts of such written examination the identification sheets of the candidates receiving less than such passing mark may then be opened for the purpose of eliminating such candidates, but the identification sheets of the remaining participants shall not be opened until all the subjects of the entire examination shall have been completely and finally rated.

No helps of any kind shall be allowed during the examination, unless by order of the Civil Service Commission and then identical helps shall be afforded all candidates. Any other written or printed matter that might be of aid in the examination must be handed in to the Examiners before the examination is commenced. Any applicant cheating or attempting to cheat or copy from a competitor shall be removed from the examination and shall thereafter be ineligible to the public service.

No questions shall be explained to any individual competitor; all necessary explanations shall be made to the whole class. All conversation or communication between or among competitors is strictly prohibited.

Section 3. **NON-ASSEMBLED WRITTEN EXAMINATION:** This form of examination shall be managed and conducted in such manner as may be deemed necessary by the Commission according to the class of position involved and may include such subjects as education, experience, and non-assembled test on writings, including publications, reports, essays, or theses, to be filed at such time and in such manner as may be announced by the Commission.

Any written report, essay, thesis or other paper, filed in a non-assembled written examination, shall be accompanied by the affidavit of the applicant sworn to before the Chief Examiner, or before a person authorized by the laws of the State to administer oaths, that such report, thesis or other paper has been wholly prepared by himself, and not by or with the help of any other person, except as to the questions and excerpts therein which are to be duly credited to the authors quoted.

Section 4. **ORAL EXAMINATION:** This form of examination may be used by the Commission whenever deemed necessary for rating on personality and fitness, including age, personal appearance, address, personal history, and such other matters as in the judgment of the Commission may seem just and proper.

Section 5. NON-EDUCATIONAL EXAMINATION: In the discretion of the Commission, this form of examination may be used for the mechanical trades and occupations. Applicants for such positions "may be rated solely on experience and physical qualifications, which may be demonstrated by such evidence and in such manner as the Commission may direct, and such applicants may be submitted to such further tests as the Commission may require."

Section 6. ATHLETIC TESTS: These tests shall be used in connection with examinations for policemen, firemen, jailers, deputy sheriffs, railway motormen and conductors, and may be used in connection with such other examinations as the Commission may direct.

Section 7. PHYSICAL TESTS: These tests include tests not fully covered by athletic tests, such as hopping on one foot, or carrying sack of sand, and other forms of tests, and may be used in examinations for laborers, janitors, watchmen and such other examinations as the Commission may direct.

Section 8. PRACTICAL TESTS: These tests include the actual doing of the work of the position for which the examination is held or similar substitute tests and may be used in examination for the trades and skilled occupations or such other examinations as the Commission may direct.

Section 9. MEDICAL EXAMINATIONS: The Commission may at any time require that applicants shall undergo medical examination, and in such cases the applicants who fail to pass the medical examination shall stand rejected until otherwise ordered by the Commission.

All eligibles for places of employment in the Classified Civil Service must be physically qualified for the positions they seek, and, unless otherwise ordered by the Commission shall, before certification for permanent appointment, be required to pass satisfactory medical examination before physicians employed for such purpose by the Commission. Eligibles who appear before the medical examiners employed by the Commission and who fail to pass the required medical examination shall stand rejected, provided that persons so rejected may within a period of six months from the date of such rejection apply to the Commission for medical re-examination and if such re-examination is allowed and the candidate is found to be physically qualified he may be restored to eligibility.

The Commission may also require that eligibles for temporary or seasonal appointments shall, before certification for employment, present a doctor's certificate showing that they are physically qualified to perform the duties of the temporary position and that they are not afflicted with any infectious disease or any physical defect that would make them repugnant to the public or to fellow employees. Eligibles for permanent appointments who have been rejected in the medical examination, shall also stand rejected for temporary appointments, unless otherwise ordered by the Commission.

Section 10. LABORERS: Examination of laborers shall relate only to physical qualifications and experience, and laborers establishing their fitness shall rank upon the qualified register in order of their priority of application. When notified, candidates on the original register shall present themselves for examination. Candidates failing to appear for examination when notified by the Commission shall be removed from the register.

Section 11. PROMOTIONAL: Whenever it deems it to be practicable, the Commission shall provide for promotion in the service on the basis of such examinations and tests as the Commission may deem appropriate, and shall, in addition, give consideration to ascertained merit and records of city and county service of applicants. The Commission shall announce in the examination scope-circular the next lower rank or ranks from which the promotion may be made. All promotions in the police and fire departments, respectively, shall be made from the next lower rank on the basis of examinations and tests, seniority of service and meritorious public service being considered.

Section 12. SCOPE-CIRCULAR: The official notice of the examination shall be known as the scope-circular. The Commission shall, by resolution, adopt a scope-circular for each examination, or each set of examinations, and such scope-circular shall contain the name, date, place and scope of each examination, and such details as the Commission may decide upon with regard to information for the applicants, the conduct of the examination, and the maximum duration of eligibility, if for less than four years. Such scope-circular when adopted shall become part of this rule but shall govern only the examination or examinations to which it

applies. Applicants must read carefully, and be guided solely by, the scope-circular of the examination for which they apply.
(Sec. 145.)

RULE 5.—QUESTIONS

Section 1. **PREPARATION:** All questions for written examinations shall be prepared by the Commission or by a representative authorized to act by resolution of the Commission. No questions pertaining to religious or political opinions or affiliations will be allowed at any examination or proceeding.

Section 2. **CUSTODY:** The examination questions for written examinations shall be placed in the custody of the Chief Examiner and shall be kept securely sealed under the official seal of the Civil Service Commission. Said questions in all written examinations shall be printed solely under the supervision of the Chief Examiner.

Section 3. **WHEN MADE PUBLIC:** Immediately after the adoption of a list of eligibles, the questions used in the examination that created such list shall be open to the inspection of the public in the office of the Commission.

(Sec. 145.)

RULE 6.—SEALING IDENTIFICATION SHEETS

In written examinations each competitor must write his full name and address upon the identification sheet and securely seal the same. After all examination papers shall have been handed in, they shall be shuffled face down on a table so that it will be impossible to tell the location of any candidate's papers. Each set of papers, and the sealed identification sheet of such set, shall then be stamped with the same number. The identification sheets shall then be detached and wrapped into a package and this package shall then be sealed with the official seal of the Civil Service Commission. The sealed package shall not be opened until all the answer sheets have been finally marked, and then only upon order of the Commission.

(Sec. 141.)

RULE 7.—IDENTIFICATION MARKS

Section 1. **DISQUALIFICATION:** Any competitor in a written examination, who places any form of identification mark upon his examination answer sheets, shall be deprived of all benefits under such examination. No written examination answer sheets having identification marks shall be marked or graded.

Section 2. **MARKS OF IDENTIFICATION:** The following are declared to be marks of identification within the meaning of Section 1 of this rule:

- (a) The real name or address of applicant;
- (b) Any assumed or fictitious name or address;
- (c) Names of individuals or firms used on any of the answer sheets;
- (d) Any initials, lines, signs, marks, or characters that may indicate the identity of the applicant.

(Sec. 141.)

RULE 8.—MARKING AND GRADING PAPERS

Section 1. **EXAMINATIONS:** All examination papers shall be marked and graded, in the office of the Commission, in accordance with the regulations of the Commission, under the supervision of the Chief Examiner. Persons not in the employ of the Commission shall not be permitted to view examination papers that are in the course of rating or to communicate with examiners while they are engaged in the rating of examination papers. All incompleting examination papers shall be securely locked in the safe or vault of the Commission during any suspension of rating and under no circumstances shall they be left unguarded by the examiners unless so locked.

Section 2. **RATING:** Unless otherwise provided in the examination scope-circular, each subject shall be marked on a scale of 100. A relative weight shall be given to each subject. The product of the total credits

awarded on a subject multiplied by the weight of the subject will constitute the rating on that subject. By dividing the sum of the ratings by the sum of the relative weights, the general average percentage is ascertained. When the "point" system is to be used for rating, the details thereof shall be indicated in the examination scope-circular.

Section 3. DISCONTINUANCE: Whenever a participant fails to secure the passing mark fixed for any part of an examination, or for any subject of an examination, he shall be deemed to have failed, and further rating in such case shall be discontinued.

Section 4. VOUCHERS: (a) For each examination in which the subject "Experience" is to be rated, the Commission will announce a schedule for the rating thereof, and periods above, below, or intermediate to, those of such schedule, will not be considered, unless otherwise provided in the examination scope-circular.

(b) Every person filing an application for an entrance examination in which the subject "Experience" is to be rated, must furnish, on forms provided by the Commission, at least three (3) competent vouchers from persons they worked for, or worked under or worked with, at the kind of employment for which credits are to be allowed for experience, and except as provided in subsection (c) hereof, no other persons will be accepted as competent vouchers for such experience. At least one-half of the period of required experience claimed by the applicant must be proven by the filing of such written vouchers, and when less than one-half of such experience is so proven, the period of required experience lacking the competent vouchers will not be considered or rated.

(c) Should less than three competent experience vouchers be submitted, rejection, or proportional rating, will follow; provided that in cases where the circumstances, in the judgment of the Commission, prevent an applicant, from securing the required competent vouchers, an affidavit, verified by three or more persons, and sworn to by the applicant before a Notary Public, setting forth in detail the circumstances, may be accepted by the Commission in lieu of any or all of the required vouchers, provided same is filed with application.

(d) In entrance examinations where experience is not essential for qualification and no claim for experience rating is made, three (3) character vouchers must be provided on forms furnished by the Commission, and filed with the application.

(Sec. 141.)

RULE 9.—MINIMUM STANDING

The Commission may, for each examination, establish a passing mark or may determine the total number of persons who shall constitute the list of eligibles.

(Sec. 145.)

RULE 10.—PREFERENCE TO WAR VETERANS AND THEIR WIDOWS

Section 1. "VETERAN" DEFINED: The term "veteran" as used in this rule shall be taken to mean any person who has been mustered into, or served in, the Army, or enlisted in, or served in, the Navy or Marine Corps, of the United States, in time of war and received an honorable discharge or certificate of honorable active service.

Section 2. ENTRANCE EXAMINATIONS: Veterans with thirty days or more actual service, and widows of such veterans, when the passing mark has been attained in any examination, shall be allowed an additional credit of 5 per cent in making up the list of eligibles secured by such examination.

Section 3. PROMOTIVE EXAMINATIONS: In the case of promotive examinations, when the passing mark has been attained, a credit of 3 per cent shall be allowed to veterans or to widows of such veterans.

Section 4. LIMIT TO ENTRANCE AND PROMOTIVE PREFERENCE: No more than one entrance preference, or one promotive preference may be allowed to any one person.

Section 5. PERMANENT DISABILITY PREFERENCE: When in its judgment it shall seem just and proper, the Civil Service Commission may, for specific City and County services or employments, as determined by the Commission, allow general or individual preference, but not less than

10 per cent. for entrance appointment of veterans who have suffered permanent disability in line of duty, provided that such disability would not prevent the proper performance of the duties required under such service, or employment and provided that such disability is of record in the United States Veterans Bureau as of July 1, 1920.

Section 6. PREFERENCE MUST BE CLAIMED WHEN FILING APPLICATION: Claim for regular preference under this rule must be made in writing at time of filing application and must be accompanied by proof of honorable discharge or honorable active service, otherwise same shall be deemed waived. Claim for disability preference must be accompanied by certified copy of record of United States Veterans Bureau. Under no circumstances may claim for veterans preference in an examination be made or withdrawn after the list of eligibles for such examination has been adopted.

Section 7. WARS—PERIODS COVERED BY: The war with Spain began with our declaration of war, April 24, 1898, and ended with the signing of the Treaty of Paris, December 10, 1898.

The war with Germany began with our declaration of war, April 6, 1917, and ended with the declaration of the Armistice, November 11, 1918.

Section 8. PROOF OF PREFERENCE CLAIM: Veterans should submit with their applications their original discharge (or certificate of active service), or a photostat copy or certified copy thereof or, if this is not possible, an official record of their military or naval service based upon records of the War or Navy Department. Such document or record must show the period of active service so as to prove service for 30 days or more.

Section 9. WIDOWS OF VETERANS: Widows of veterans should submit the following with their applications:

Proof of husband's right to preference;

Marriage certificate or certified copy of church record or affidavit of two witnesses to marriage, or sworn statement of the person who performed the ceremony, so as to prove marriage;

Death certificate or other official record of husband's death, such as certificate of Pension Office or War Risk Bureau, or affidavits of two persons having knowledge of the facts;

Affidavits of two persons certifying that she was not divorced from husband and has not remarried since his death.

Section 10. SURPLUS ABOVE 100 PER CENT: Whenever the additional credit allowed veterans by law shall give a total of more than 100 per cent. the surplus above such 100 per cent shall be used for the purpose of determining the order in which such veterans shall take rank on the list of eligibles, and the candidate having the highest surplus shall take the highest rank.

(Sec. 145.)

RULE 11.—NOTICE OF STANDING

As soon as the rating of examination papers is completed the eligible list will be adopted and at the closing hour of business on the day the list is adopted a copy of the list will be given to the press and a copy thereof posted on the door (or on the blackboard) of the business office of the Commission. Each participant will be notified of his standing through the post office. No information regarding results of examinations or probable time of adoption of eligible lists shall be given out by telephone.

(Sec. 141.)

RULE 12.—INSPECTION OF RATINGS

Section 1. A participant in an examination may inspect the ratings of his own examination papers at any time during the period of six days that shall begin on the Monday next following the date of the adoption of the list of eligibles, provided that the Commission may extend the inspection period for certain large examinations where a six day period would not be sufficient. No complaints regarding ratings will be considered unless they be filed in writing during the inspection period.

Section 2 In order to conserve the time of the Commission and to protect participants in examinations from criticisms, inspection of examination papers shall not be allowed, except as provided in Section 1 of this

rule, or unless permission is granted by the Commission upon written application setting forth in detail reasons for such request.
(Sec. 141.)

RULE 13.—REGISTERS OF ELIGIBLES

Section 1. METHOD OF ENROLLMENT: Successful candidates shall be enrolled upon the "Register of Eligibles" in the order of their relative excellence.

Section 2. QUALIFICATIONS OF ELIGIBLES: Eligibles must continue to possess the qualifications required of applicants by Section 1 and Section 2 of Rule 2, or loss of eligibility may follow.
(Sec. 145.)

RULE 14.—DURATION OF ELIGIBLE LISTS

Section 1. TWO YEAR LIMIT: The Civil Service Commission may remove all names from lists of eligibles after they have remained thereon for more than two years from the date of the adoption of the lists that created their eligibility.

Section 2. FOUR YEAR LIMIT: The names of all persons shall automatically stand removed from lists of eligibles after they have remained thereon for a period of four years from the date of the adoption of the lists that created their eligibility. The names of eligibles brought over from an existing eligible list and merged according to examination rating in a new eligible list of the same class shall have standing on said merged new list only in accordance with the rights they obtained when examined, and under no circumstances shall the maximum period of their eligibility extend beyond four years from the date of the adoption of their original eligible lists.

Section 3. LIMIT INTERMEDIATE TO TWO AND FOUR YEARS: The Commission may provide in the scope-circular of any examination that the list of eligibles secured thereby shall automatically expire at a date not less than two, but less than four, years after the adoption of such list.

Section 4. DATE OF ADOPTION OF LIST: Changes of rank, or addition or subtraction of names, made on lists of eligibles because of clerical errors or re-ratings, shall not change the date of the adoption of such lists, nor give to any persons the right to claim beginning date of eligibility other than the date of the adoption of the original eligible list that created their eligibility.
(Sec. 145.)

RULE 15.—DEFINITION OF PERMANENT AND TEMPORARY (OR SEASONAL) POSITIONS

Section 1. PERMANENT POSITION: For the purposes of the rules of the Civil Service Commission, a "permanent position" is hereby defined as a position that is definitely enumerated in the quantity column of the annual salary ordinance; provided that the appointing officer intends that the appointee to such position, if satisfactory, will be given constant and continuous employment, and provided that funds for such position are available in the annual appropriation ordinance. Under no circumstances shall the quantity of permanent positions for any class in any department exceed the quantity definitely enumerated for such class in the annual salary ordinance.

Section 2. TEMPORARY (OR SEASONAL) POSITION: Temporary position and seasonal position, for the purposes of the rules of the Civil Service Commission, shall be deemed to have synonymous meanings and shall be treated alike. All positions that do not come within the definition of "permanent position" as described by Section 1 of this rule shall be deemed to be temporary (or seasonal) positions.

Section 3. TENURE OF PERMANENT POSITION: An appointee to a permanent position may hold such position as long as it may last, subject to the rules governing reduction in force, dismissals for cause, resignations, suspensions, relinquishments, and transfers.

Section 4. TENURE OF TEMPORARY (OR SEASONAL) POSITION: Appointments to temporary or seasonal positions shall automatically expire at the end of five months, and the names of the temporary appointees in

such temporary positions shall then automatically return to their places on the register of eligibles and shall not again be considered for appointment to a temporary position under the same appointing officer until a period of at least one day has elapsed from the date that the previous temporary appointment had automatically terminated.

Section 5 PERMANENT AND TEMPORARY (OR SEASONAL) POSITIONS TO BE TREATED SEPARATELY: Appointments to permanent and temporary (or seasonal) positions shall be treated separately. Appointments to or service in temporary (or seasonal) positions shall give no right nor preference for appointment to permanent positions. The Civil Service Commission shall be the judge as to whether a position should be filled as a permanent position or as a temporary (or seasonal) position. (Sec. 148.)

RULE 16.—INFERIOR POSITIONS

Section 1 DEFINITION: Any position, in any class, to which is attached unusual duties or conditions, or compensation below the usual entrance rate, may, with the approval of the Secretary of the Civil Service Commission, be termed an inferior position and eligibles desiring to waive certification for appointment to such position may do so without penalty. For the purpose of the records of the Commission, positions so termed as inferior shall be known as I. P. E. W. positions (Inferior position, exempt waiver). An eligible who accepts appointment to an "I. P. E. W." position shall be entitled to certification to a regular position in the same class should his rank be reached upon the eligible list for such regular appointment.

Section 2 CHANGE IN SALARY OR DUTIES: When the compensation or duties of an "I. P. E. W." position governed by this rule are changed the appointment made to such position shall, unless otherwise ordered by the Commission, become void, and the position so changed shall be offered out to the highest eligible on the list of eligibles for the class involved who is willing to accept such changed position. (Sec. 141.)

RULE 17.—EXEMPT PART-TIME POSITIONS

For the purposes of the rules of the Civil Service Commission an exempt part-time position is hereby defined as a position which requires service of five hours a day or less and to which position is attached a monthly compensation of Seventy-five (75) dollars, or less, or a per diem wage of Three (3) dollars or less, but when a per diem wage is paid, it shall, in no case, in any calendar month, exceed a total of Seventy-five (75) dollars.

Part-time employees shall be recorded as such by a department head, only with the approval of the Civil Service Commission and, when so recorded, shall be noted as part-time on pay rolls, budget estimates, salary ordinances and similar documents.

Vacancies in positions subject to Civil Service examination shall never be treated as part-time exempt positions while the first mentioned position continues to be subject to Civil Service examination. (Sec. 151.)

RULE 18.—CREATION OF, OR CHANGE IN, POSITIONS

Section 1 CREATION OF: Positions in any department or office of the city and county may be created, as provided by the charter, by appropriation ordinance of the Board of Supervisors. Copy of each such ordinance creating or abolishing positions shall be filed, on the approval thereof, with the Civil Service Commission by the Clerk of the Board of Supervisors. Before the appointing officer shall make recommendation for the creation of any new or additional position in any department or office, he shall request and receive from the Civil Service Commission the proper designation and classification of such position based on the duties and responsibilities thereof, and if such position is included in the classified civil service, the Commission may, in writing, express to the appointing officer and to the Board of Supervisors its opinion as to whether or not such position is needed.

Section 2 CHANGE IN: Immediate notice in writing shall be given to the Civil Service Commission by the appointing officer of each department and office of the City and County of the creation or abolition of

any position, or of any change in duties if the position is included in the classified civil service, or of any appointment, resignation, suspension, dismissal or other creation of vacancy therein, or change in assignment from one bureau to another, with the date of any such change. If said appointing officer is also empowered to establish compensation rates or make changes therein, he shall immediately notify the Commission of any such rate or change therein. The Commission shall maintain a record of all such notifications.

(Sec. 143.)

RULE 19.—REQUISITIONS

Section 1 **INFORMATION NEEDED:** Requisitions shall be made upon forms provided by the Commission, and unless otherwise prescribed by the Commission, requisitions of the same class shall be filled in accordance with their priority of receipt. Requisitions shall state the class number and title, the salary ordinance item and section, the compensation, name of former occupant, the bureau, the date and place to report, and the tenure (permanent or temporary) of the position. A separate requisition shall be made for each permanent position to be filled. Group requisitions may be made only for temporary (or seasonal) positions. Requisitions must be signed by the appointing officer.

(Sec. 148.)

RULE 20.—CERTIFICATIONS

Section 1 **ONLY ONE NAME TO BE CERTIFIED:** In filling a requisition for an eligible for appointment to a permanent position in any class, only the person standing highest on the list of eligibles for such class shall be certified. In filling a group requisition for eligibles for appointment to temporary (or seasonal) positions in any class, only the name of one person shall be certified for each position contained in such group and the persons so certified shall be those standing highest on the list of eligibles for such class.

Section 2 **SEX:** In making certifications, sex shall be disregarded except when a statute, a rule of the Commission or the appointing officer specifies sex.

(Sec. 148.)

RULE 21.—WAIVER OF CERTIFICATION

Section 1 **MUST BE IN WRITING:** All waivers of certification must be in writing and must state in detail the cause of waiver and as to whether the position waived is temporary (or seasonal) or permanent. Waiver of certification for appointment to a permanent position shall include waiver of certification for appointment to a temporary (or seasonal) position unless otherwise stated by the person waiving; but waiving of certification for appointment to a temporary (or seasonal) position shall not adversely affect or interfere with the right of the person waiving, for appointment to a permanent position.

Section 2 **DEPARTMENTAL:** An eligible may, upon furnishing reasons satisfactory to the Commission, be permitted to permanently waive appointment to a certain department, and such waiver shall be known as "Departmental Waiver" and shall remain in force until the person who so waives has passed another examination for the class of employment waived. Departmental Waivers shall be considered only at the regular meeting of the Commission held on the second Wednesday of the month, and if then allowed shall take effect on the first day of the following calendar month. When such Departmental Waiver has been allowed the person so waiving shall not be considered for permanent appointment in any department, in the class involved, until the first day of the following calendar month when such waiver takes effect.

(Sec. 141.)

RULE 22.—WITHDRAWAL OF WAIVER

Eligibles desiring to withdraw waivers may do so only by appearing in person before the Civil Service Commission, at its regular meeting held on the second Wednesday of the month, and furnishing in full detail satisfactory assurance that they will accept appointment when again reached for appointment. Notice of intention to so appear before the Commission

must be filed in writing in the office of the Commission not later than the day next preceding such meeting.

When withdrawal of waivers are allowed at such meeting they shall take effect on the first day of the following calendar month.

Withdrawal of waiver of temporary employment and withdrawal of waiver of permanent employment must be requested separately.

Misrepresentation regarding withdrawal of waiver shall be considered good cause for removal of name from register of eligibles.
(Sec. 141.)

RULE 23.—FAILURE TO RESPOND

Failure of an eligible to respond within three (3) days (Sundays and legal holidays excepted) to a notice relative to employment, sent to him to his latest address furnished by him to the Civil Service Commission, shall forfeit his right to further consideration for employment from the list of eligibles involved unless he appears at the regular meeting of the Commission held on the second Wednesday of the month and presents satisfactory reason for his failure to respond, in which case he may be restored to standing as of the first day of the following calendar month.
(Sec. 141.)

RULE 24.—APPOINTMENTS

Section 1 PERMANENT AND TEMPORARY (OR SEASONAL) POSITIONS: Appointments to permanent positions and temporary (or seasonal) positions shall be made in accordance with the provisions of Rules 15, 18 and 19 and such other rules herein as may apply.

Section 2 REPORT FROM APPOINTING POWER: Appointments made from certifications shall be reported on forms provided by the Civil Service Commission. Such reports must be made within three days after the persons certified have reported for duty, must be signed by the appointing officer and must contain the right-hand thumb prints and signatures of the persons who were put to work.

Section 3: CHANGE FROM ONE CLASS TO ANOTHER CLASS: An appointee occupying a permanent position in one class who accepts appointment to a permanent position in another class shall be permanently separated from the first named position: provided that, within a period of two years, with the consent of the Civil Service Commission, such appointee may upon his written request, be reinstated to a vacancy in said first named position, but upon such reinstatement he shall have standing only as a new appointee in said first named position.

Section 4. WHEN AN ELIGIBLE FOR A CERTAIN CLASS IS NOT AVAILABLE: When no list of eligibles is available for an entrance position requisitioned by an appointing officer, the Commission may certify for temporary appointment an eligible from another list deemed by the Commission to be suitable to temporarily provide the service desired, or may authorize the appointing power to make an emergency appointment to such position for a period not exceeding sixty days and only until a regular appointment can be made. No person may serve as an emergency appointee for a period, or periods aggregating, more than ninety days in any fiscal year. When the position involved is a promotive position, the emergency appointment thereto must be made from the next lower rank.

Section 5. TO PREVENT THE STOPPAGE OF PUBLIC BUSINESS: The appointing officer may secure oral permission from a Civil Service Commissioner or from the Secretary of the Civil Service Commission to make an emergency appointment for a period not exceeding three days, provided that such emergency appointment is deemed by such Commissioner or such Secretary necessary to prevent the stoppage of public business or to meet an extraordinary exigency and provided that a reasonable effort has been made to secure an eligible from the Civil Service register. Immediate written notice of the details of such emergency appointment, however, must be sent to the Civil Service Commission containing the name of the appointee and date of his appointment and such notice must be accompanied by a requisition for the certification of a Civil Service eligible. Emergency appointments appearing on payrolls without such authorization shall be disapproved.

Section 6: RESIDENCE OF APPOINTEES: Appointees and employees filling positions in the City and County must, while holding such positions, actually reside in the City and County, "provided, however, that any

officer or employee of the City and County may live outside the City and County of San Francisco, upon the authorization of the Director of Health, filed in the office of the Civil Service Commission, and granted on account of the ill health of said officer or employee or the ill health of a member of the immediate family of said officer or employee." The authorization of the Director of Health, when filed in the office of the Civil Service Commission, shall show:

(Secs. 7 and 141.)

(a) The name, class number and title and department of the official or employee to whom the authorization has been issued;

(b) The address of such person in San Francisco, if any, and his address outside of San Francisco;

(c) Description of his illness;

(d) Dates showing period of time during which authorization is to be effective;

(e) In case authorization has been granted because of ill health of a member of the immediate family, the authorization must also show the name, age and relationship of such member, a description of his illness and its probable length of duration, and the need for residing outside of San Francisco on the part of the official or employee concerned.

Section 7. TEMPORARY CHANGE OF ASSIGNMENT OF DUTIES: No person shall hold a position outside of the classification to which he has been appointed, provided that every employee of any department or office shall discharge any of the duties pertaining to such department or office to which his chief may temporarily assign him. Any such temporary change of assignment made shall immediately be reported to the Civil Service Commission, and such report shall contain the nature of such change, the reason therefor, and the period thereof.

(Secs. 7, 141, 148.)

RULE 25.—PROBATIONARY PERIOD

Any appointment to a position declared permanent by the Commission shall be on probation for a period of six months. At any time before the expiration of six months the appointing officer may terminate the appointment. The Commission shall inquire into the circumstances and may declare such person dismissed, or may return the name to the list of eligibles for certification to another department. Immediately prior to the expiration of the six months' probationary period, the appointing officer shall report to the Civil Service Commission as to the competence of the probationer for the position and, if competent, shall recommend permanent appointment.

(Sec. 148.)

RULE 26.—REDUCTION IN FORCE

Section 1. APPOINTIVE JURISDICTION: Reduction in force in any class shall be treated separately under each appointing officer. In other words, reduction in any class made under one appointive officer shall have no effect on persons appointed in such class under another appointing officer.

Section 2. PERMANENT POSITIONS: Whenever it becomes necessary for an appointing officer to reduce the number of persons employed under his jurisdiction in permanent positions in any class, such persons shall be laid off or relieved from duty in the inverse order of their appointment in his jurisdiction and shall be entitled to such rights as are provided in Section 5 of this rule.

Section 3. TEMPORARY (OR SEASONAL) POSITIONS: Whenever it becomes necessary for an appointing officer to reduce the number of persons appointed by him to temporary (or seasonal) positions in any class, such persons shall be laid off or relieved from duty in his jurisdiction according to their rank on the list of eligibles—the lowest in rank to be laid off first; and their names shall be returned to their places on the list of eligibles from which they were appointed, provided their eligibility still exists, and subject to the one-day limitation of Section 4, Rule 15. Reports of lay-off in temporary (or seasonal) positions should be made immediately to the Commission in order that the eligibles laid off may promptly be promoted for other temporary appointments.

Section 4. PROMOTIVE POSITIONS: Whenever, through lack of work or lack of funds, or because of retrenchment, a person becomes separated from a position he has held through a promotive appointment, such person

shall be returned to the position from which he has been promoted, and, if necessary, for this purpose, a reduction in force in the classes affected shall follow in the inverse order of the appointments made in such classes. Persons reduced in rank under this section shall, for a period of four years thereafter, be preferred for reinstatement to the positions from which they were reduced and if not reinstated during such period they must re-establish their eligibility and standing by new examination.

Section 5. RE-EMPLOYMENT IN PERMANENT POSITIONS: Any person who has served his probationary period in a permanent position under an appointing officer, who has been laid off by such appointing officer because of lack of work, lack of funds, or for purposes of retrenchment, shall be entitled, according to his Civil Service standing in his class under such appointing officer, to again occupy said position when it is resumed under such appointing officer, but he shall have no right to employment under any other appointing officer, as no person may claim the right of appointment to more than one permanent position; provided that, with the consent of the Civil Service Commission, any person who has served his probationary period under one appointing officer and has been laid off because of lack of work, lack of funds, or for purposes of retrenchment, may resign his rights and standing under such appointing officer and be transferred as a new appointee to a position of the same class under another appointing officer, such transfer to be made under the same seniority conditions as would govern the transfer of such person were he still employed.

The Civil Service Commission may, in its discretion, order that persons who have served their probationary period and have been laid off under one appointing officer because of lack of work or lack of funds or for purposes of retrenchment may, during such lay-off, be certified according to their examination rating for temporary (or seasonal) work under another appointing officer.
(Sec. 141.)

RULE 27.—RELINQUISHMENT OF POSITIONS

Section 1. TEMPORARY POSITIONS: Any person holding a Civil Service temporary position, whose services therein have been satisfactory, may, with the consent of the appointing officer and the Civil Service Commission, relinquish such position; but such relinquishment will be treated as a waiver of appointment to all other temporary positions of the same class until such waiver is withdrawn and the withdrawal is allowed under the rule relating to withdrawal of waivers.

Section 2. PERMANENT POSITIONS: Any person holding a Civil Service permanent position, whose services in said position have been satisfactory, may, with the consent of the appointing officer and the Civil Service Commission, relinquish said position; provided that the person who so relinquishes a permanent position shall not again be considered for appointment to a permanent position in the same class under the same appointing officer unless he establishes new eligibility through new examination, but the name of such person who so relinquishes a permanent position shall, according to his examination standing, be given place and rank on the list of eligibles for the class to which the position belongs, and his eligibility on such list of eligibles shall expire when such list expires or when his name may be removed by the Commission under the two-year law of Section 145 of the Charter.
(Sec. 141.)

RULE 28.—RESIGNATION

Section 1. FORM OF: Each resignation shall be made on a form provided by the Civil Service Commission, and must contain the full name of the person resigning, the class number and class title of the position from which he resigns, his reason for resigning, a statement that he resigns freely and voluntarily, and a statement of the appointing officer as to whether or not his services have been satisfactory.

Section 2. ACCEPTANCE AND APPROVAL OF ACCEPTANCE: Before a resignation shall become effective, it must be accepted by the appointing officer and its acceptance must be approved by the Civil Service Commission. After a resignation has been accepted by the appointing officer, it shall immediately be forwarded to the Civil Service Commission for its consideration and action. When a resignation has been approved by the Civil Service Commission, the separation shall be final and cannot be reconsidered.

Section 3. DETAILS OF UNSATISFACTORY SERVICE: When service has been unsatisfactory in the case of a person whose resignation has been accepted by the appointing officer, a detailed statement of the unsatisfactory service shall accompany such resignation when forwarded to the Civil Service Commission for its action.

Section 4. PENALTY FOR UNSATISFACTORY SERVICE: The names of persons who resign from their positions while charges are pending against them or while they are under suspension, or who, for any other reasons, in the judgment of the Civil Service Commission, had not been giving satisfactory service, shall be removed from all registers of eligibles, and shall not be permitted to participate in any examination, unless otherwise ordered by the Civil Service Commission because of extenuating circumstances.

(Sec. 141.)

RULE 29.—SUSPENSION AND DISMISSAL

Section 1. CHARTER PROCEDURE: No person employed under the Civil Service provisions of this charter, exclusive of members of the Police and Fire Departments as provided under Section 155 of the charter, in a position defined by the Civil Service Commission as "permanent" shall be removed or discharged except for cause, upon written charges, and after an opportunity to be heard in his own defense. Pending such hearing, the appointing officer may suspend the person so accused; but such suspension shall not be valid for more than thirty days, unless hearing upon the charge shall be delayed beyond such time by the act of the accused person. When charges are made, the appointing officer shall, in writing, notify the person accused of the time and place when the charges will be heard, by mailing such statement to his last known address. The appointing officer shall publicly hear and determine the charges, and may exonerate, suspend or dismiss the accused. The Civil Service Commission shall immediately be notified of the charges when made, of the hearing, and of the finding thereon. The finding of the appointing officer shall be final, unless within thirty days therefrom the dismissed employee appeals to the Civil Service Commission. The appeal and all proceedings shall be in writing and shall briefly state the grounds therefor. The Civil Service Commission shall examine into the case, and may require the appointing officer to furnish a record of the hearing, and may require in writing any additional evidence it deems material, and may thereupon make such decision as it deems just. The order or decision of the Commission upon such appeal shall be final and shall forthwith be enforced by the appointing officer. If the Civil Service Commission shall reverse or alter the finding of the appointing officer, it may, in its discretion, order that the employee affected be paid salary from the time of his discharge or suspension.

The Civil Service Commission may hear and determine any charge filed by a citizen or by the authorized agents of the Commission when the appointing officer neglects or refuses to act. Removal or discharge may be made for any of the following causes: Incompetence, habitual intemperance, immoral conduct, insubordination, discourteous treatment of the public, dishonesty, inattention to duties, or engaging in prohibited political activities.

The appointing officer may, for disciplinary purposes, suspend a subordinate for a period not exceeding thirty days; and suspension shall carry with it the loss of salary for the period of suspension.

Section 2. NOTICE TO BE FILED: Notice of dismissal of a Civil Service employee by the appointing officer shall be filed immediately in the office of the Civil Service Commission. The notice shall be in the form provided by the Commission and shall state the cause of such removal, the date of the filing of charges and the date of the hearing, and shall be authenticated by the signature of the appointing officer or his authorized representative.

Section 3. FORM AND GROUNDS FOR APPEAL: Any appeal from an order of dismissal, exclusive of members of the Police and Fire Department, shall be filed in duplicate with the Civil Service Commission within thirty days from the date of the finding of the appointing officer upon the charges for dismissal. Such appeal must be in writing on the form provided by the Civil Service Commission, and must briefly and clearly state the reasons upon which it is based. Appeal may be entertained upon any of the following grounds:

(a) That the dismissal was made upon cause not covered by Section 154 of the charter;

(b) That the evidence was insufficient to support the charge;

(c) That new evidence has been discovered, which the employee did not have an opportunity to present at the hearing of the charges, and which, if heard, would probably have produced a different decision. (Such new evidence must be stated in substance, and names and addresses of new witnesses given.)

Section 4. COPY OF APPEAL TO BE TRANSMITTED: One copy of the statement of appeal shall be transmitted to the appointing officer from whose decision the appeal is made. The appointing officer shall be allowed fifteen days in which to file an answer, and may, by a special order of the Commission, be granted further time, not exceeding ten days.

Section 5. CHARGES FILED BY CITIZEN: Charges filed against any Civil Service employe by a citizen or by an investigator employed by the Civil Service Commission shall be made in writing upon forms provided by the Commission and verified on oath before the secretary of the Commission or some other person authorized by law to administer oaths for general purposes. The complaint must show that the conduct complained of has been brought to the attention of the appointing officer, and that for a period of thirty days he has refused or neglected to act. In each complaint shall be set forth the name of the accuser and the accused and a brief statement of the cause on which removal is asked; and if an offense be charged the complaint shall set forth with particularity the time and place of commission. A copy of the complaint shall be sent the accused by registered mail to the last address furnished by him to the Commission, together with notice that he has ten days to file a verified answer. Such period of ten days may be extended by written order of any of the Commissioners for periods not longer in the aggregate than twenty days. A failure to file an answer within the time allowed shall be construed as a waiver of trial by the accused, and the Commission may try the charges ex parte and without further notice to the accused. When the accused files an answer within the time fixed, a day shall be set for the trial, which shall not be less than five days thereafter, and the accuser and the accused shall be notified. The finding and decision of the Commission upon such trial shall be final, unless a rehearing be granted within thirty days.

Section 6. EFFECT OF DISMISSAL: Any Civil Service appointee, dismissed from employment for cause, shall, unless otherwise ordered by the Commission, within thirty (30) days from the date of such dismissal be removed forthwith from all eligible registers, and shall not be permitted to participate in any examination except with the consent of the Commission.

(Sec. 154.)

RULE 30.—ANNUAL VACATION

Every person employed in the City and County service shall, after one year's continuous service, be allowed a vacation with pay of two calendar weeks, annually, as long as he continues in his employment. A calendar week is hereby defined as a week that begins on Sunday and ends on Saturday at midnight.

(Sec. 151.)

RULE 31.—LEAVES OF ABSENCE, WITHOUT PAY

Section 1. HOW GRANTED: Requests for leaves of absence without pay may be granted by the appointing officer under the provisions of this rule, but shall not become effective until approved by the Civil Service Commission.

Section 2. REQUEST FOR: Requests for leaves of absence without pay must be made on forms provided by the Civil Service Commission, and, when applied for under Section 3 of this rule, must show the following:

(a) That the position from which the leave is sought is a permanent position and that the applicant has served his probationary period therein;

(b) The reason of the applicant for desiring the leave;

(c) The dates and periods of all leaves without pay allowed the applicant since January 8, 1932.

Section 3. WHEN LIMIT IS SIX MONTHS: Leave of absence to any officer or employee for the purpose of leaving the City and County, taking a position outside of the City and County service, or accepting a position

in some department or office of the City and County other than the one in which he is employed and where the duties are in no way related to the duties covered by his Civil Service classification, shall be limited in the aggregate to six months.

Section 4. WHEN WITHOUT LIMIT: (a) No limit shall be placed on a leave of absence granted to enable an officer or employee to accept promotion to a non-Civil Service position, or promotion to correlated work in another department or office of the City and County. (b) Sick leave, not subject to pay benefits, may be allowed for the period of the illness; provided that such sick leave may be terminated when in the judgment of the Civil Service Commission its further continuance would be detrimental to the service.

Section 5. WHILE SERVING IN THE ARMY, NAVY OR MARINE CORPS: Leaves of absence shall be granted to officers, employees and persons on eligible lists for terms of service in the Army, the Navy or the Marine Corps, in time of war to terminate not later than one year after the proclamation of peace, except in case of disability incurred in line of duty, when such disability shall extend beyond such period. If a person on such leave has been appointed to a permanent position, he shall be entitled to resume such position at the expiration of his leave, and if any Civil Service rights accrue to any appointee by reason of seniority, the term of service shall be reckoned a part of his service under the City and county, exclusive of service under the retirement provisions of this charter. If persons on such leave have standing on an eligible list, they shall retain their places thereon, and upon presenting an honorable discharge from such war-time service shall be preferred for appointments in the order of standing upon such register at the time of enlistment and before candidates securing standing through an examination held subsequent to such enlistment.

Section 6. EXPIRATION, CANCELLATION OR TERMINATION: Leaves of absence without pay shall remain in force for the period granted, unless cancellation or abridgment is allowed by order of the Civil Service Commission. No cancellation, or abridgment, of leave of absence without pay shall be allowed in any case when such action will cause a Civil Service appointee to be laid off, except in cases of leaves granted under Section 4 of this rule.

(Sec. 153.)

RULE 32.—SICK LEAVES AND DISABILITY LEAVES, WITH PAY

Pending the completion and adoption by the Civil Service Commission of a rule governing leaves of absence due to illness or disability, and the approval of the Board of Supervisors of such rule by ordinance as required by Section 153 of the charter, sick leaves shall be governed by Ordinance No. 2297 (New Series), adopted by the Board of Supervisors on June 10, 1913, and as amended September 14, 1915, by Ordinance No. 3426 (New Series).

(Sec. 153.)

RULE 33.—ABSENCE FROM DUTY WITHOUT LEAVE

Absence from duty without leave or permission from the head of the department, or failure to report for duty at the expiration of leave of absence or vacation, shall be considered "inattention to duties" within the meaning of Section 154 of the charter, and shall be good cause for suspension or dismissal under the provisions of said Section 154 of the charter.

(Sec. 141.)

RULE 34.—TRANSFERS

Section 1. FOR THE GOOD OF THE SERVICE: Whenever, in the judgment of the Civil Service Commission, it is for the best interest of the service, an employee holding appointment under one appointing officer may be transferred by the Commission to the jurisdiction of another appointing officer, provided the positions involved belong to the same classification. Such transfers, when made, shall have the approval of the appointing officers concerned. Except in cases that have, in the judgment of the Commission, special conditions, preference for transfer shall be given to the employee who received the highest examination rating. Per-

sons transferring under the provisions of this section will abandon all rights had under the appointing officer from whom they transfer, and shall start under their new appointing officer as new appointees, and shall serve a new probationary period.

Persons who have been appointed to permanent positions and have served their probationary periods therein, and who have been laid off because of lack of work, or lack of funds, or for purposes of retrenchment, may, at their written request, and subject to all the provisions of this section, be transferred to the jurisdiction of a new appointing officer.

No appointee shall be entitled to more than one transfer under this section for the same class of employment, except with the special permission of the Commission.

Section 2. TRANSFER OF DISABLED: When a Civil Service employee other than a member of the Police and Fire Department, who has served not less than three years in his position, has become incapable through age, accident or other disability, of performing the duties of his position, the Civil Service Commission may, with the consent of the appointing officer and proper showing of disability, transfer him to an existing position within his capacities, whether or not within the class for which he qualified for appointment; but such position shall be one having a lesser compensation than the one from which he may be transferred, and his compensation shall not thereafter be increased.

(Sec. 141.)

RULE 35.—SALARY INCREASE

Section 1. ENTRANCE CLASSES: Pending the adoption of Standardization of Salaries by the Board of Supervisors, the salary for appointees to the entrance class shall not exceed the minimum scale set up in the standardization of salaries recommended by the Civil Service Commission to the Board of Supervisors on April 9, 1930.

In departments of the City and County government where incumbents in a class are receiving less than the minimum salary scale (I. P. E. W. positions excepted), new appointees to the class shall not receive a compensation in excess of that received by such incumbents.

In the event an emergency appointment is authorized as provided in Section 4 of Rule 23, such emergency appointment shall not carry a compensation greater than that received by Civil Service incumbents for the same class of employment, and in no event shall exceed the entrance compensation for the class involved.

Section 2. INCREASE IN SALARY AFTER APPOINTMENT: Until salary standardization shall become effective under the provisions of the Charter, or unless otherwise ordered by the Civil Service Commission, increases in salaries shall be treated separately under each appointing officer, as follows:

(a) Increase in the salary of a position made during the probationary period shall vacate the appointment made, and such position shall be refilled by the certification of the person highest in rank on the list of eligibles of the class involved;

(b) Increases of salary made after the probationary period has been served shall not be approved, unless such increase has been made in accordance with seniority in time of appointment in the class concerned; and when seniority of date of appointment is even, excellence of rank shall govern.

(Sec. 141.)

RULE 36.—HOLDING OF MORE THAN ONE SALARIED POSITION PROHIBITED

Section 1. PUBLIC EMPLOYMENT: Any person holding a Civil Service salaried office or position under the City and County, who shall, during his term of office, or appointment, hold or retain any other salaried office or position under the government of the United States, or of this state, or who shall hold any other salaried office or position connected with the government of the City and County, shall be deemed to have thereby vacated the Civil Service office or position held by him under the City and County.

Section 2. PRIVATE EMPLOYMENT: No person drawing compensation in a position in private employment shall, while drawing such compensation, be eligible for employment in any office or position under the

jurisdiction of the Civil Service Commission of the City and County.
(Sec. 142.)

RULE 37.—PARTICIPATION IN POLITICS

Section 1. **PROHIBITION OF POLITICAL ACTIVITY:** Active participation in City and County politics, relative to the election or appointment of public officials, by Civil Service employees and eligibles of the City and County, is subversive of the best interests of the merit system, and therefore persons holding positions in the classified Civil Service or on eligible lists for such positions shall take no active part in such political campaigns, or in soliciting votes, or in levying, contributing or soliciting funds or support, in each case for the purpose of favoring or hindering the appointment or election of candidates for City and County offices. Violation of the provisions of this section shall be deemed an act of insubordination and considered good cause for suspension or dismissal from position or removal from eligible list.

Section 2. **CANDIDACY FOR ELECTIVE OFFICE PROHIBITED:** Any appointive Civil Service officer or Civil Service employee of the City and County who shall become a candidate for election by the people to any public office shall automatically forfeit such City and County office or position.
(Sec. 157.)

RULE 38.—DUTY OF APPOINTING OFFICERS

It is the duty of every appointing officer to make himself familiar with all the Civil Service provisions of the Charter and with all the provisions of the rules of the Civil Service Commission, and to comply promptly with those provisions. Failure to do so will retard the work of the Civil Service Commission and may cause loss of pay to employees or loss of work to eligibles. When in doubt regarding Civil Service procedure, an appointing officer should apply immediately to the Civil Service Commission for advice.
(Sec. 141.)

RULE 39.—SERVICE RECORDS

Section 1. **REPORTS:** On January 2nd and July 1st of each year, commencing July 1, 1933, the appointing officers shall submit to the Civil Service Commission a report showing the record of service of each permanent employe in the Classified Service for the preceding six months. This report shall be made on a form provided by the Civil Service Commission. The report shall be used by the Commission as a basis for estimating the relative merit of the employees of the various classes, and also may be used for such other purposes as may be deemed proper by the Civil Service Commission.

Section 2. **INSPECTION:** Any employe may, upon written request to the Civil Service Commission, inspect service records regarding himself. An appointing officer may inspect the service records of any employee with the consent of the Civil Service Commission.

Section 3. **PENALTY FOR FAILURE OR REFUSAL TO CO-OPERATE:** Any person hindering the Civil Service Commission or its agents in rendering or maintaining service records is subject to suspension under the provisions of Section 152 of the charter.
(Sec. 152.)

RULE 40.—PRESIDENT AND SECRETARY

Section 1. **PRESIDENT:** The Civil Service Commission shall appoint one of its members as President, to hold office under such appointment for a term, ending June 30 of each odd numbered year, or until a successor has been appointed.

Section 2. **SECRETARY:** The Civil Service Commission shall appoint a Secretary, who shall be the executive officer of the Commission and who shall hold office at the pleasure of the Commission.
(Secs. 19 and 140.)

RULE 41.—REGULAR AND SPECIAL MEETINGS

Section 1. **REGULAR MEETINGS:** The Commission will meet in regular session in its office in the City Hall every Wednesday at 5 o'clock p. m.

Original petitions, or original requests for rulings, must be filed in writing in the office of the Commission before 12 o'clock noon on Monday, and, when so filed, will be heard at the regular meeting to be held on the Wednesday next following. Persons filing such petitions or requests shall, without further notice, be present at such hearings. No oral request for ruling will be considered at a meeting.

When the Commission has rendered its decision on any original case, such ruling will not be reconsidered unless within thirty days after such ruling the Commission shall consent to reopen the case. Requests for permission to file detailed written petitions for such reconsideration must be made orally to the Commission, within such thirty days, at a regular meeting of the Commission. Any requests for reconsideration made otherwise shall be disregarded.

Requests for ruling on moot questions or hypothetical questions will be filed without discussion or decision.

Section 2. SPECIAL MEETINGS: A special meeting of the Commission may be called by the President of the Commission, and must be called by the President upon the written request of a majority of the members of the Commission. At least twenty-four hours' notice shall be given of the holding of a special meeting. No business shall be transacted at a special meeting except that for which the meeting is called.

Special meetings of the Commission for the purpose of considering and adopting examination questions shall not be open to the public.
(Sec. 19.)

RULE 42.—AMENDMENT OF RULES AND OF CLASSIFICATIONS

The Commission may, upon one week's notice, make changes in the rules, which changes shall thereupon be published, and be in force; provided that no such change in rules shall affect a case pending before the Commission. The classification of positions may be amended at any meeting.

(Sec. 19.)

RULE 43.—SUSPENSION OF RULES

Any rule of the Civil Service Commission may be suspended at a regular meeting of the Commission with the consent of the three Commissioners.

(Sec. 141.)

RULE 44.—CITY ATTORNEY'S OPINIONS

Whenever, in the judgment of the Commission, it becomes necessary to secure the opinion of the City Attorney on any legal question, such opinion shall be requested to be in writing, and, when received, shall be entered in full on the minutes of the regular meeting held following such receipt.

(Sec. 141.)

RULE 45.—COURT ACTIONS

Whenever a suit or legal action is brought against the Commission, the City Attorney shall be requested to defend the Commission, and, in the event of adverse ruling, shall in all such instances carry the proceedings to the highest court for final decision.

(Sec. 141.)

RULE 46.—DEFINITION OF TERMS

The term "Appointing Officer," when used in these rules, shall mean the officer who has the appointing power in a department or of an organization unit of the City and County government, having the powers of a Department Head, as defined in Section 20 of that Charter.

The term "Commission," when used in these rules, shall mean the Civil Service Commission of San Francisco.

The term "City and County," when used in these rules, shall mean the City and County of San Francisco.

The term "Department" when used in these rules shall mean any department or organization unit of the City and County government under a separate appointing officer as provided in Section 20 of the charter.

The section number appearing at the end of rules refers to the sections of the Charter.

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